

COURSE	DATE	TIME	LOCATION	REMARKS
<b>VOICE MAIL TRAINING</b>	October 19, 2004 November 16, 2004 December 14, 2004	10:00 – 11:00	Sacramento Department of Health Services 1500 Capitol Ave Bldg 172 Conference Room 72.165	For State of California Voice Mail Customers.  No Reservation Required.
<p><b>DESCRIPTION:</b></p> <p>Learn how to really use your SBC Voice Mail. Training will include:</p> <ul style="list-style-type: none"> <li>• Send messages to other State employees</li> <li>• Copy and forward messages</li> <li>• Create group listing</li> <li>• Change your greetings</li> <li>• Learn timesaving tips on reviewing messages</li> <li>• Learn how to create future delivery messages to remind yourself (or someone else) of meetings or appointments</li> </ul> <p>Voice Mail User Guides and handouts are provided.</p> <p>For groups of 20 or more, please contact the SBC Voice Mail training Coordinator at (916) 348-0382.</p>				